CHAPTER XX.—PENSION PAYMENTS.

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Classes of Pensions.

375. The several classes of pensions are as follows:—

A. Chargeable to State Funds.

(1) Service pensions.
- (*a*) Civil.
- (*b*) Military.

(2) Political and State pensions.
- (*a*) Pensions to the families of officers and Sirdars of Hyder Ali and Tippu Sultan.
- (*b*) Mutfarkat pensions.
- (*c*) Pallegar pensions.
- (*d*) Sarjapur Jahgir stipends.

(3) Extraordinary pensions.

B. Chargeable to other Funds.
- (*a*) Palace.
- (*b*) Local and Municipal Funds.
- (*c*) Pensions to Government of India servants, Civil and Military.

Pension Payment Orders.

376. Payments of pensions are made only upon Pension payment orders issued by the Comptroller, the Treasury Officer's halves of which will be pasted in serial order. The rules regarding these orders are found in the Mysore Service Regulations, Articles 507 and 513. The files of these orders must be kept in the personal custdy of the Treasury Officer.

NOTE 1.—When a male pensioner is specially exempted by Government from personal appearance, the fact should be noted on his Pension payment order and in all cases of non-appearance of a male pensioner (Mysore Service Regulations, Art. 515) a note will be made on the Pension payment order of the form in which proof was given, within each year of the pensioner's continued existence, *e.g.*, "Pensioner visited the Deputy Commissioner on....."

and the initials of the Treasury Officer or of the officer verifying the fact, should be put against the note.

2. After the commuted value of a portion of a pension is passed from a treasury, both halves of Pension payment order must be returned, without delay, to the Audit office which will issue a fresh Pension payment order, authorising payment of the reduced pension in future.

377. Both halves of Pension payment orders received from the Comptroller in District treasuries should be forwarded in original to Taluk treasuries in cases in which payments are to be made at taluks. No copies of such orders need be maintained in District treasuries and payments need not be noted at headquarters.

Registers of Pension Payment Orders.

378. The Treasury Officer will keep a register in Form 84 of the Pension payment orders issued on his treasury, which register will serve as an index to the files of orders referred to in Article 376. In the register kept in the District treasury, the Pension payment orders payable at Taluk treasuries will also be included. After seeing that a new order is correctly entered in this register, he will put his initials in the column "Name of Pensioner," and rule a red ink line across the page below the entry. The 'remarks column' will be blank as long as the order of payment is in force; but when *both* portions of the order are returned on account of death of pensioner, or transfer, which causes strike it permanently off the Treasury list, the date and cause of return should be entered in black ink under the Treasury Officer's initials. If the original only be returned on account of non-appearance of a service pensioner (Arts. 526 to 528, M. S. R.), the date will be entered in red ink and on reclamation, this date will be simply struck out.

NOTE.—The District treasuries should simply maintain a register of Pension payment orders for each taluk within the district which will be a permanent record and in which, monthly payments will not be noted. New entries should be made in the register from Pension payment orders received from the Comptroller and notes of death, transfer, etc., from communications received from taluks. (*G. O. No. Fl. 6858—S. & A. 517-12-2, dated 22nd May 1913.*) In the District treasury, the file of Pension payment orders will relate only to pensions payable at the District treasury while the register of Pension payment orders will include pensions payable at taluks as well.

Manner of Payment.

379. Except in cases mentioned in Article 380, a pensioner should appear in person to receive payment. On appearance of a pensioner, his personal marks should be checked by the disbursing

officer, and the signature to the receipt compared with the facsimile of the signature pasted on the original payment order. If a pensioner cannot sign his name, his thumb impression on the receipt should be compared with the original impression already taken on the Treasury Officer's half of the Pension payment order. A pensioner, drawing pension for the first time, should also be required to produce the copy of the order by which the sanction to his pension was communicated to him.

NOTE.—The disbursing officer should, before passing a pension bill for payment, satisfy himself that the number of the Pension payment order, the amount of pension and the period for which the pension is claimed, as entered in the bill, correspond with those on the Pension payment order in the file kept under his lock and key.

380. (*a*) In the following cases, pensioners are exempted from appearing in person.

(i) When specially exempted by Government.

(ii) When unable to appear in consequence of bodily illness or infirmity.

(iii) When the pensioner is a female unaccustomed to appear in public.

Payment in these cases is made on production of a life certificate signed by a responsible officer of Government or by some well-known and trustworthy person. (Article 515, M. S. R.)

(iv) When the pensioner produces a life certificate signed by some person exercising the powers of a Magistrate, a Registrar or Sub-Registrar, a pensioned officer, who, before retirement exercised the powers of a Magistrate or by a gazetted officer of Government. (Article 516 M. S. R.)

(v) When a pensioner draws his pension through a duly authorised agent as provided in Article 518, M. S. R.

(*b*) When payment is made on a life certificate, it should be made only for months completed on or before the date of the certificate.

(*c*) In all the above cases, the disbursing officer should at least once a year require proof, independent of that furnished by the life certificate, of the continued existence of the pensioner. (See Art. 517 (*a*) and (*b*), and 518 (*b*) M. S. R. and also note; to Article 376.)

(*d*) For this purpose, he should (save in cases of exemption from personal appearance granted by the Government) require the personal attendance and due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending and in all cases where such inability may be

alleged, he should require proof thereof in addition to the proof submitted of the pensioner's existence.

NOTE 1.—To ensure that the Pensioner attends personally at least once a year, the disbursing officer should note " L. C." under his initials in the cages provided for noting monthly payments, on the reverse of the Treasury officer's half of the Pension payment orders, each time that a payment is made on a life certificate, and should send out a call for the personal appearance of the pensioner, or require proof, independent of that furnished by the life certificate, of the continued existence of the pensioner, when the period of continuous non-appearance approaches a year. (*G. O. No. Fl. 5947—G. M. 112-25-4, dated 12th April 1926.*)

NOTE 2.—In the case of pensioners attending in person, a note "attended in person" is to be endorsed on the reverse of the pension bill.

(*e*) As special risk of fraud exists in the payment of pensions of women who do not appear in public, special care should be taken to identify such women pensioners.

The descriptive rolls, when originally prepared, and the periodical certificates of the continued existence of such women, should be attested by two or more persons of respectability in the town, village or taluk.

NOTE.—The disbursing officer should remember that he is personally responsible for any payment wrongly made in infringement of the rules. In case of doubt, he should invariably refer to the Comptroller. (Article 517, Note, M. S. R.)

381. Pensioners' receipts may be taken either on separate bills in Form 85 (which bills may be attached to a schedule) or on a single bill (Form 86) for all on account of each class of pensions. On the latter plan, the receipt of each pensioner appearing personally will be taken in the column provided for that purpose, while separate receipts will be appended in support of the charges on account of those paid (in authorised absence) on life certificates, note being made in the latter case on the separate receipts of the name of the person really receiving the money. On all such documents, should be entered, the number of the entry in the bill. Each payment will be entered in a subsidiary register in Form 87 and on the reverse of *both* portions of the Pension payment order and attested by the disbursing officer.

1. In cases in which political pensioners, such as Pollegars, do not appear in person to receive payment, if the disbursing officer entertains any doubt, which he has no convenient means of removing, he should refer the case to Government through his immediate superior for orders. Payment of the pension, however, should not be suspended pending the result of such reference.

2. Where the pension is to cease on a particular event happening, the precise date of which cannot be fixed, the pensioner's receipt must be accompanied by a certificate that the event (whatever it is) which determines the pension, has not happened.

3. A declaration in the following form, should be obtained half-yearly from female pensioners whose pension is terminable by their marriage, and should be attached to the bills for pension paid for December and June.

"I hereby declare that I am not married, and that I have not been married during the past half-year.

".....,widow } *of the late*..... ."
".....daughter }

"We certify to the best of our knowledge and belief that the above declaration is correct."
(*to be signed by two responsible officers or well-known persons.*)

4. In the case of special pensions, no payment should be made beyond the time specified, or except under the conditions stated in the Pension payment order, or unless a celibacy certificate, if any required, is produced.

5. The Police or some other suitable subordinate agency should be instructed to report promptly to the Treasury Officer the death of any pensioner and Treasury Officers should enquire immediately into the cause of non-appearance of any pensioner to draw his pension.

6. A certificate of non-employment, printed in English and in Kannada in Form 85 is signed by the pensioner (Article 523 M. S. R.); but the disbursing officer should satisfy himself by enquiry, that the pensioner has not been re-employed either permanently or temporarily in a Government establishment or in an establishment paid from a Local Fund, during the period for which pension is claimed. If he has been so re-employed, the pensioner should be required to furnish the necessary particulars in the certificate and the disbursing officer should ascertain and report whether the rules regarding such re-employment have been duly observed. If he cannot read English, the disbursing officer should satisfy himself that he understands the vernacular language in which the certificate is printed. In other

cases, the certificate should be explained verbally to him each time the pension is disbursed.

NOTE.—Shanbhogs, though receiving remuneration from Government, are not to be considered as belonging to Government establishments. (*G. O. No. Fl. 2804—S. & A. 317-11-2, dated 12th January 1912.*)

382. Vouchers in support of payment of special or other pensions granted to minors, should, in addition to their signature or attested mark (if illiterate), contain the signature or mark of their guardians.

383. Civil and Military pensions not exceeding Rs. 20 may, at the option of the pensioner, be paid by money order. Detailed procedure to be followed by the Treasury Officers is given in Appendix XXX.

384. (*a*) Rules for the payment of pensions due to deceased pensioners, are contained in Articles 529 to 532 M. S. R.

(*b*) On the death of a pensioner, payment of any arrears actually due may be made to his heirs provided they apply within one year from his death; it cannot be paid thereafter without the sanction of Government or the Comptroller in cases in which the pension is sanctioned by him. But if the arrears do not exceed Rs. 100 and the case presents no peculiar features, the Comptroller may pass the arrears on his own authority. After payment of the arrears of pension, the Pension Payment Order should be returned to the Comptroller with a report of the date of the death of the pensioner.

(*c*) Subject to the provisions of clause (*b*) the arrears of pension of a deceased pensioner may, if the amount does not exceed Rs. 500, be paid to the heirs of the deceased without the production of the usual legal authority to the extent of Rs. 500 under the orders of the Deputy Commissioner, or other officer responsible for the payment, after such enquiry into the rights and title of the claimants as may be deemed sufficient.

(*d*) In any case of doubt, payment, should be made only to the person producing legal authority.

Periodical Identification of Pensioners.

385. (*a*) On the first appearance of a pensioner on or after July 1st of each year, the disbursing officer should take an impression of the thumb and all the fingers of the pensioner's left hand on the pension bill. The pensioner should then be identified from the particulars given in the disbursing officer's half of the pension payment order. Identification should also be made by an examination of the impressions given on the bill with those pasted on the

Pension Payment Order, if the pensioner cannot be identified by other means with absolute certainty. If there is any difference in the two impressions he will refer the matter to the officer before whom the impression in the Pension Payment Order was made.

Exception.—Except Gazetted Officers, persons well-known to the officers disbursing pensions and others who have been specially exempted by Government (these exceptions being made on the ground that there can be no difficulty in future identification) all pensioners are liable to the operation of this rule.

(*b*) Purdah ladies and illiterate pensioners must give a thumb impression on their bills in the presence of the person who grants the life certificate, or in the case of illiterate pensioners who personally attend the paying office, before the disbursing officer.

(*c*) On the renewal of a pension payment order, the original impression must be cut off from the old, and attached to the new order.

(*d*) Rules for the record of the finger prints of Government servants and pensioners and for the utilisation thereof, are found in Appendix XXXI.

Renewal of Pension Payment Orders.

386. District Treasury Officers are authorised to renew Pension Payment Orders of pensions payable within their districts without reference to the Audit Office, in cases in which the pensioner's half is lost, worn or torn, or the entries on the reverse of either the pensioner's or Deputy Commissioner's half are completely filled up. The renewed Pension Payment Orders should bear the old number, date and facsimile of signature and the old ones should be retained by the Treasury Officer for one year and then destroyed. A note of the issue of the new Pension Payment Orders should also be made in the 'Remarks' column of the register and in the Treasury Officer's half of the original Pension Payment order in cases in which the Treasury Officer's half is not also renewed but only the pensioner's half is renewed. The word "Renewed" should be stamped or written in bold letters in red ink across the new orders and the date of issue should also be entered in red ink on the top. While issuing duplicate payment orders in the place of those alleged to be lost, the circumstances of the loss should be investigated and a fee of annas four levied as prescribed in Art. 525. M.S.R.

Lapses and Forfeitures.

387. (*a*) The rules regarding lapses and forfeitures of pensions, both Civil and Military, are contained in Articles 526 to 528, M.S.R. The duty of returning the Treasury Officer's halves of Pension Payment Orders under certain circumstances, *e.g.*, when pension is not drawn for more than one year, on death of pensioner, etc., will rest on the treasury actually making the payment. Such communications from Taluks should be always addressed through the District treasuries.

(*b*) If a pension remains undrawn for more than one year, the pension payment order must be returned to the Comptroller and the pension ceases to be payable. If the pensioner afterwards appears, the disbursing officer may reclaim the pension payment order and renew his payments. But the arrears cannot be paid without the order of the Comptroller and if the pension in arrears is to be paid for the first time or if the amount of arrears exceeds Rs. 1,000, without the previous sanction of Government obtained through the Comptroller.

NOTE.—Previous sanction of Government is not necessary for payment of pension in arrears for the first time in cases in which the pension is sanctioned by the Comptroller under the authority delegated to him and the arrears do not exceed Rs. 1,000.

Transfer of Pensions.

388. (*a*) A pensioner, requiring the transfer of payment of his pension from one treasury to another in the State, should apply to the Treasury Officer stating the reason for the transfer, and surrendering the pensioner's half of the Pension Payment Order. If the transfer is desired merely for a temporary purpose it may be avoided by the application of Article 518 of the Mysore Service Regulations.

(*b*) District Treasury Officers are empowered to arrange on their own accord for transfer of payment of Civil pensions from one District to another under the following rules:—

(1) The transfer endorsement should be in the undermentioned form.

TRANSFERRED FOR PAYMENT.

At the.....Treasury.

Dated

192 .

Treasury Officer,

District.

This endorsement should be recorded on both halves of the Pension Payment Order which should be sent to the Treasury Officer of the District to

which payment is transferred and the latter should note the transfer in the register of pensions payable in his treasury and then deliver the pensioner's half to the pensioner.

(2) Advices of transfers should be in Form 88 which is also used for advice of transfer of Military pensions and should be sent the same day to the treasury to which payment is transferred and to the Comptroller.

(3) Payments in any particular Taluk treasury within the district may be arranged for by the District Treasury Officer.

(4) Except for special reasons convincing to the Comptroller, transfers of pensions which have been authorised for payment at a treasury for less than a year should not be made and application for such transfers should be sent to the Comptroller.

(*c*) Military Pensions may be similarly transferred by District Treasury Officers, intimating the transfer simultaneously to the Comptroller and the treasury to which payment is transferred.

(*d*) For transferring payment of pension to a place in British India, the Comptroller should be applied to.

Annual Returns.

389. An annual return of pensioners in Form 89 should be prepared for Civil and Military pensioners separately and sent to the Comptroller before 15th July each year from every treasury whence pensions are disbursed.

NOTE.—The return should not include the names of persons in receipt of pensions chargeable to Local Funds or to other bodies financially independent of Government or of those in nominal possession of compensation granted to temples or mosques in lieu of lands resumed or other similar compensation which partakes of the nature of annuities, either terminable within a stated period or not terminable.

Gratuities.

390. (*a*) Gratuities will be paid by Treasury Officers on authority received from the Comptroller to whom under Art. 507 (*a*) M.S.R., the Government communicates its sanction in cases not falling within his powers of sanction. The payee should also be required to produce the copy of the order by which the sanction to the gratuity was communicated to him and the Treasury Officers should record the fact of payment on the copy of the order so produced.

(*b*) Gratuities are only payable to and upon the receipt of the persons legally entitled to receive them and not to or upon the receipt of the head of the office or department in which the gratuitants formerly served.

(*c*) The Comptroller or Government will, while sanctioning a gratuity, communicate such order to the officer submitting the

gratuity application who should promptly communicate the sanction to the gratuitant by furnishing him with a copy of the said order and direct him to apply in person to the treasury at which the payment of the gratuity is desired, with a copy of the order thus furnished to him. The Comptroller will separately issue, to the treasury concerned, a letter of authority to pay in which, particulars required for identifying the gratuitant, will be furnished. On the identification being established and on the gratuitant producing the copy of the order communicated to him, payment shall be made to him, or if the gratuitant is dead at the time of payment, upon the receipt of the person legally entitled to receive the gratuity. The voucher on which payment is made should specify distinctly, the name of the gratuitant, the designation of the last appointment held by him, and the number and date of the order sanctioning the gratuity. The letters of authority for payment issued by the Comptroller should not be used as vouchers.

(*d*) Gratuity payment orders not operated upon within six months of the date of their issue should be returned to the Comptroller.

Military Pensions.

391. The rules regarding the procedure of payment of Military pensions are contained in Appendix K. M. S. R. Military pensions are sanctioned on the report of the Chief Commandant (1) by the Comptroller in the case of non-commissioned officers and men, if the amounts recommended are strictly in accordance with rules and (2) by Government in other cases.

392. Pensions are paid on the authority of pension tickets prepared by the Chief Commandant and countersigned by the Comptroller.

Each payment made should be entered in the pensioner's ticket with the initials of the disbursing officer and also in the check register in Form 90.

393. The pensioners should in the first instance and afterwards as a rule, personally appear every month with their tickets between the 1st and 10th of each month and as far as practicable on a specified date; after identification, the pensions should be disbursed taking their acknowledgments in the voucher or acquittance roll.

394. The rules for renewal of pension tickets and issue of duplicate copies thereof in cases of loss are the same as for Civil pensioners contained in Articles 524 and 525, M. S. R. except

that the duplicate copies are issued by the Chief Commandant and countersigned by the Comptroller.

Political Pensions.

395. The whole or a portion of *Political and State* pensions is continued to successors of holders under the orders of Government in each case. The Sarjapur Jahgir allowances, having been recorded by the Inam Department in the Register of Ready Money Allowances, were being dealt with in the Muzrai Department till 1897 when they were ordered to be treated as forming part of Political pensions. (*G. O. No. P. P. 141-43, dated 30th January 1902*). The stipend orders were being issued by the Secretary to Government, General Department, till January 1902, when they were ordered to be issued from the Comptroller's Office. (*G. O. No. 12528-30—P. P. 52 dated 29th January 1902.*)

396. Pallegar pensions have, from the beginning, been disbursed in the State Huzur Treasury, except in a few cases which, for special reasons, were transferred to the Chitaldrug District treasury. In special cases, when owing to infirmity or other cause, a Pallegar pensioner prays for remittance of his or her pension, as a temporary measure, through the Amildar of the taluk in which he or she resides, the Officer in charge of the State Huzur Treasury is empowered to comply with the request and to make needful arrangements as a special case. (*G. O. No. P. P. 181-90, dated 7th March 1901.*) These pensions should not be remitted by postal money orders. (*G. O. No. 15999-6060—P. P. 108, dated 12th May 1903.*)

397. On receipt of Government orders sanctioning the continuance of an allowance, the Comptroller issues the Pension Payment Order in favour of the parties after obtaining the particulars of identification marks, etc., from the Deputy Commissioner of the District in which the pensioner is living. No payment may be made before the old Pension Payment Orders are surrendered. In other respects, the payments are regulated by the rules applicable to Civil pensioners.

Palace Pensions.

398. These pensions are sanctioned by the Huzur Secretary and pension tickets issued by him in favour of the pensioners. Whenever payment of Palace pension is desired to be made at a Government treasury, the Huzur Secretary forwards the pension ticket to the Comptroller who transfers it to the Treasury Officer

concerned with his countersignature. The payments should be entered in the pension ticket and the register in Form 90 as they are made.

Pensions chargeable to Local Funds.

399. Payment of pensions and gratuities which are debitable either wholly or partly to District or Municipal Funds is regulated by the rules applicable to Civil pensioners and charged in the treasury accounts like civil pensions and gratuities. The recovery of the charges from the administrator of the funds concerned is watched by the Comptroller.

Pensions of Officers of the Government of India, Civil and Military.

400. These are paid on the authority of Pension Payment Orders received from the Pay and Accounts Officer, Bangalore, and countersigned by the Comptroller. The duplicate copies of the Collector's half which are received along with the two halves of the Pension Payment Orders should be returned to the Pay and Accounts Officer, Bangalore, after obtaining the signature and thumb impressions of the pensioners. The payments are entered in the subsidiary register for His Majesty's Treasury Jamakarch Accounts and in the Collector's and Pensioner's halves of the Pension Payment Order. Instructions are issued by the Pay and Accounts Officer, from time to time, for the payment of civil pensions. The following points are to be observed regarding the payment of these pensions :—

1. Pensions of all kinds are to be drawn only on the prescribed printed forms supplied by the Pay and Accounts Officer, Bangalore, on application.
2. All vernacular writings on vouchers including the signature of the pensioners and of the officers and other persons granting the life certificates are to be translated into English.
3. The signature of pensioners is to be invariably obtained both in column "non-employment certificate" and in that of the "signature of the payee" provided for the purpose in the pension bills.
4. The thumb impressions of illiterate pensioners are to be taken in both the columns referred to above and attested by some known person or by the Treasury Officer himself, all attestations in vernacular being translated into English.

5. The life certificates of the pensioners who do not appear in person are to be signed by *any one of the officers* mentioned in Articles 515 and 516, Mysore Service Regulations.

6. A pensioner specially exempted by the Local Government from personal appearance, a female pensioner not accustomed to appear in public or a male pensioner who is unable to appear in consequence of bodily illness or infirmity may receive his or her pension upon the production of a life certificate signed by a responsible officer of Government or some other well-known or trustworthy person, but such fact is to be noted on the reverse of the bill.

7. In the case of pensioners attending in person, a note "attended in person" is to be endorsed on the reverse of the pension bill.

8. All corrections and alterations in the body of a pension bill are to be attested by the pensioner signing it, any in the pay order being similarly attested by the Treasury Officer.

9. Vouchers bearing erasures are to be refused payment and fresh vouchers called for.

10. The date of payment is to be noted on each voucher both underneath the Treasury Officer's "Pay Order" and in the "Paid Stamp" and receipt stamps affixed to bills exceeding Rs. 20 are to be punched.

11. When an officer signs for another, his designation as well as that of the officer for whom he signs is to be stated below his signature.

12. Receipts in the case of Ceylon and Strait Settlement pensioners only, are to be obtained in duplicate.

13. If a pensioner has left his pension undrawn for more than one year, the copy of the Collector's half of the pension payment order is to be returned to the Pay and Accounts Officer, Bangalore, and no payment is to be made until a reference is made to that officer stating the circumstances under which the pension remained undrawn for such a period and a reply received thereto.

14. If the last payment column printed on the reverse of a P. P. O. has been exhausted, it should be returned for renewal and no months should be entered in manuscript in the pensioner's half and payment noted against it.

15. In the case of pensioners (Non-Gazetted) paid on or after 1st April in each year, their thumb and finger impressions should be taken and compared with those in the P. P. O. and the certificate to this effect, printed in the special form of pension bills for payment in April, supplied by the Pay and Accounts Officer, Bangalore, is to be signed by the Treasury Officer.

16. In the case of pensioners appearing in person, only one printed list may be used and their signatures taken in the two columns therein instead of using a loose sheet or separate list for each pensioner. In that list, the names of the pensioners who do not appear in person, may also be entered supported by the pensioner's receipt so that one consolidated list with the vouchers paid separately may be sent in support of the debit raised in the Jamakarch Account.

17. If, for any reason, a pension voucher is not sent with the Jamakarch Account, the number of the P. P. O. the name of the pensioner and the amount together with the period for which payment is made to him, may be caused to be noted in the body of the account.

18. Civil and Military pensions not exceeding Rs. 50 may, at the option of the pensioner, be paid by money orders, in accordance with the rules contained in Appendix XXX. The amount to be remitted should not be paid to the Post Office in cash but by transfer to the credit of the Post Office.

The Money-Order forms should be sent to the Post Office with a covering list together with a certificate by the Treasury Officer that the amounts of the money orders and the commission thereon have been credited to the "Post Offices" in the treasury accounts, by transfer.

401. As regards payment of British Military pensions, the instructions laid down by the Military Accounts Department for the guidance of the Treasury Officers in the pamphlet supplied by that department should be followed.